



Labor Distribution User Guide

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Labor Distribution

Labor Distribution ensures that an employee's payroll costs are charged to the appropriate project(s).

Labor Distribution is only used to allocate costs. It is not used to adjust payroll or allocate FTE's.

Schedule Versions

Schedule Versions contain the dates for a particular labor distribution.



Version dates cannot overlap.

There should be continuous version dates for an employee's length of service with Tulane.

Every Version must be distributed with the project information for that version.

Create a New Employee's First Schedule Version

Only create a new schedule for first time employees. Employee transfers should not create a new schedule, instead complete a modification to update the labor distribution.

From within WaveWorks, click on the Projects Tab.	Projects
Click on Labor Distribution.	 Labor Distribution
Click Create.	
Skip this box.	<div style="border: 1px solid black; padding: 5px;"><p>Labor Schedule Type Assignment</p></div> <p>DO NOT CHANGE the Schedule Type</p>

Find the Employee.

Required

Search by first or last name or WaveWorks person number

Assignment will auto generate

Skip these options.

Distribute Using Time Cards

Accrue Time Card Costs Using Rates

Costed Only

Do not update Pay Element

This set up is for the base pay salary assignment only

Required

Schedule Name will auto generate
DO NOT change

Enter Version Name.

Required

The naming convention is up to the department

Enter the Start Date.

Required

This is the employee's first day of employment

Enter the End Date.

Required

Distributing to a GL or Non-Sponsored Project use 12/31/4712 as the date
Distributing to a Sponsored Project use the end date of the Sponsored Project

Click Create.


Distribute the Version.

Follow instructions for Creating a Distribution Rule

Modify a Version by Creating a New Version

Search for the Employee.

Manage Labor Schedules

 Search for persons, schedules, costing segments,

Search by first or last name or WaveWorks person number

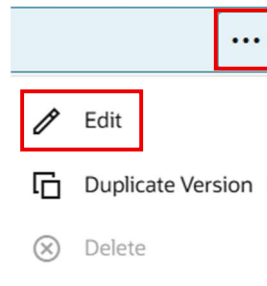
Click on the Employee.

Kirk Gordon - E250052

Kirk Gordon




Click on the main assignment (the one without anything behind the assignment number)

Edit the appropriate Version.



Change the Status to Inactive.

Click Save.

Create Version.	<input type="button" value="Create Version"/>
Enter Version Name.	<input type="text" value="Version Name"/> The naming convention is up to the department
Enter the Start Date.	<input type="text" value="Start"/> 
Enter the End Date.	<input type="text" value="End"/>  Versions distributed to Sponsored Projects cannot extend past the project end date
Change Status to New.	<input type="text" value="Status New"/> 
Click Create.	<input type="button" value="Cancel"/> <input type="button" value="Create"/>
Distribute the Version.	<input type="button" value="Create Rule"/> Follow instructions for Creating a Distribution Rule

Modify a Version by Duplicating a Version

This is helpful for Schedules with many distribution lines and few changes.

Search for the Employee.	<div style="background-color: #2e5496; color: white; padding: 5px; border-radius: 5px;"> <p>Manage Labor Schedules</p> <p><input type="text" value="Search for persons, schedules, costing segments,"/></p> </div> <p>Search by first or last name or WaveWorks person number</p>		
Click on the Employee.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Kirk Gordon - E250052</td> <td style="width: 50%; padding: 2px;">Kirk Gordon</td> </tr> </table> <p>Click on the main assignment (the one without anything behind the assignment number)</p>	Kirk Gordon - E250052	Kirk Gordon
Kirk Gordon - E250052	Kirk Gordon		

Edit the appropriate Version.

...

Edit

Duplicate Version

Delete

Change the Status to Inactive.

Status
Inactive

Click Save.

Cancel Save

Duplicate the Inactive Schedule.

...

Edit

Duplicate Version

Delete

Edit the New Version.

09/19/2025 12/31/4712 New Copy of V1 ...

Update the Version Name.

Version Name
Copy of V1

Edit the Start Date.

Start
09/19/2025

Edit the End Date.

End
12/31/4712

Click Save.

Cancel Save

Edit the Distribution.

...


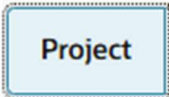
Follow instructions for Creating a Distribution Rule

Distribution Rules

Create a Distribution Rule

After Version creation, click Create Rule.	
If using the Duplicate Version, do not create a rule	

Create Distribution Rule with a Non-Sponsored or Sponsored Project

After Version creation, click Create Rule.	
Ensure that Project is Chosen.	
Enter the Project.	<div data-bbox="581 898 1409 1003"><input type="text" value="Project"/></div> <p style="text-align: right;"><small>Required</small></p> <p style="text-align: center;">Search can be partial or full project number or project name</p>
Enter the Task.	<div data-bbox="581 1142 1409 1247"><input type="text" value="Task"/></div> <p style="text-align: right;"><small>Required</small></p> <p style="text-align: center;">There should only be one option</p>
	<div data-bbox="581 1352 1409 1457"><input type="text" value="Award"/></div> <p style="text-align: center;">Non-Sponsored Projects- there is no Award Sponsored Projects- the Award will auto populate</p>
	<div data-bbox="581 1570 1409 1675"><input type="text" value="Funding Source"/></div> <p style="text-align: center;">Non-Sponsored Projects- there is no Funding Source Sponsored Projects- the Funding Source will auto populate</p>

<p>Enter the Expenditure Organization.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;">Expenditure Organization ▼</p> </div> <p style="text-align: right; font-size: small;">Required</p> <p style="text-align: center;">This is the Cost Center associated with the Project</p>
<p>Enter the Expenditure Type.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;">Expenditure Type ▼</p> </div> <p style="text-align: right; font-size: small;">Required</p> <p style="text-align: center;">This is the natural account Do not choose an ICP expenditure type See base pay natural account list</p>
<p>Enter the Percentage.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;">Percentage</p> </div> <p style="text-align: right; font-size: small;">Required</p> <p style="text-align: center;">If less than 100% continue to create rules until distribution is at 100%</p>
<p>Click Create.</p>	<div style="text-align: center;"> Cancel Create </div> <p style="text-align: center;">Don't forget to activate the Schedule</p>

Create Distribution Rule with a GL Project

<p>After Version creation, click Create Rule.</p>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> Create Rule </div>
<p>Ensure that Nonproject is Chosen.</p>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> Nonproject </div>
<p>Click the Up Arrow</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="font-size: small;">GL Account</p> <p style="font-family: monospace;">....00000.0000.00000000.000000.0000.000</p> <div style="text-align: right;"> ↗ </div> </div>
<p>Enter the Project.</p>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> Project 00000000 ✕ </div> <p style="text-align: center;">Search can be partial or full project number or project name</p>

<p>Enter the Natural Account.</p>	<p style="text-align: center;"> <input type="text" value="Natural Account"/> </p> <p style="text-align: center;"> Search can be partial or full number or description See base pay natural account list </p>
<p>Highlight the correct chart string.</p>	<p style="text-align: center;"> <input type="text" value="000000 . 100 . 11002 . 800 . 00000 . 0000 . 00000000 . 000000 . 0000 . 000"/> </p> <p style="text-align: center;"> There should only be one available </p>
<p>Click Apply.</p>	<p style="text-align: center;"> <input type="button" value="Cancel"/> <input style="border: 2px solid red;" type="button" value="Apply"/> </p>
<p>Enter the Percentage.</p>	<p style="text-align: center;"> <input style="width: 100%; height: 40px;" type="text" value="Percentage"/> </p> <p style="text-align: right; font-size: small;">Required</p> <p style="text-align: center;"> If less than 100% continue to create rules until distribution is at 100% </p>
<p>Click Create.</p>	<p style="text-align: center;"> <input type="button" value="Cancel"/> <input style="border: 2px solid red;" type="button" value="Create"/> </p> <p style="text-align: center;"> Don't forget to activate the Schedule </p>

Activate a Version

<p>Edit the New Version.</p>	<p style="text-align: center;"> <input style="width: 50px; height: 30px; background-color: #e0f0ff;" type="button" value="..."/> </p> <p style="text-align: center;"> Verify Version Name, Start and End Dates </p>
<p>Change Status to Active.</p>	<p style="text-align: center;"> <input style="width: 100%; height: 40px; border: 2px solid #0070c0;" type="text" value="Status Active"/> </p>
<p>Enter Comments for approvers.</p>	<p style="text-align: center;"> <input style="width: 100%; height: 100px; border: 1px solid #0070c0;" type="text" value="Comments"/> </p> <p style="text-align: center;"> Please enter information on changes for approvers </p>

Click Save.

Cancel

Save

The schedule is now in Workflow
Don't forget to activate other schedules to maintain
continuous schedule dates

Export Labor Schedules

Click View all
applicable labor
schedules.

View all applicable labor schedules

Click Export Labor
Schedules.

Export Labor Schedules

View Downloaded
Report.

LaborSchedules (1)

Attach Documents

Documents can be attached after submission.

Click on the Bell
Icon.



Click Show All.

Show All

Click Created by Me.

Created by Me (53)

Find the appropriate
schedule.

IN PROGRESS

Labor Schedule Version Status Approval for

Click on it.

Assigned to multiple people

Click Actions.

Actions ▾

Click Add
Attachment.

Withdraw

Add Comments

Add Attachment

Add the attachment.

Manage Attachments

Save Cancel

Click Save.



Withdraw a Submitted Schedule

Click on the Bell Icon.



Click Show All.

Show All

Click Created by Me.

Created by Me (53)

Find the appropriate schedule.

Withdraw

Click Withdraw.

Can also be withdrawn from the workflow screen

View Workflow

Click on the Bell Icon.



Click Show All.

Show All

Click Created by Me.

Created by Me (53)

Find the appropriate schedule.

IN PROGRESS

Labor Schedule Version Status Approval for

Click on it.

Assigned to multiple people

Scroll down to view the Approval Workflow.

Approval History














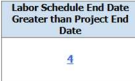
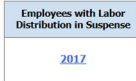
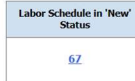

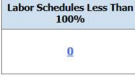
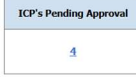
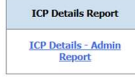

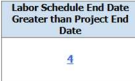
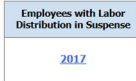
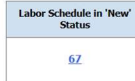

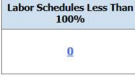
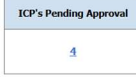
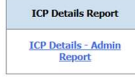

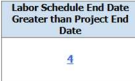
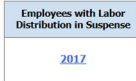
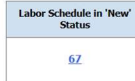

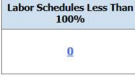
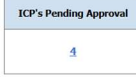
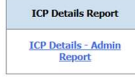

<input type="radio"/>	Michelle Illidge
<input type="radio"/>	Michelle Illidge
<input type="radio"/>	Michelle Illidge
<input type="radio"/>	Michelle Illidge
<input type="radio"/>	Tulane RASU SOM-B Approver
<input type="radio"/>	Michelle Illidge
<input type="radio"/>	Tulane RASU Uptown Approver
<input type="radio"/>	Michelle Illidge
↓	
<input checked="" type="radio"/>	Assigned to Tulane LD Budget Office Approver
03/31/2026 10:54 AM	
↓	
<input checked="" type="radio"/>	Submitted by Michelle Illidge
03/31/2026 10:54 AM	

Reporting

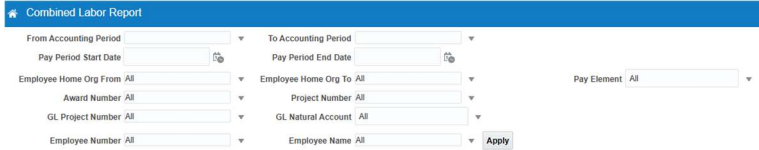
Reports for LD can be accessed through the Report Catalog.

*Not all reports will be ready on day one of go live. Not all reports will be accessible through the dashboard on day one.

Access the LD Dashboard (including the Combined Labor Report) through the Catalog

Click on the Tools Tab.									
Click on the Reports and Analytics tile.	 Reports and Analytics								
Click on Browse Catalog.									
Open Shared Folders.	 **TIP** Click on the arrow								
Open the Custom Folder.	 **TIP** Click on the arrow								
Open the LD Folder.	 **TIP** Click on the arrow								
Expand the LD Dashboard.	 LD Dashboard for LD Admin  Expand 								
Open the LD Dashboard.	 LD Dashboard report for LD Admin  Open   Click on More to make the Dashboard a favorite and see it on the Reports and Analytics Homepage								
Click on the needed Hyperlink. Either the data or the report parameters will load.	<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>								
									
									

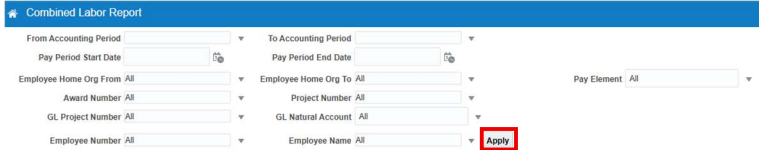
Enter Parameters of the Report.



Combined Labor Report

From Accounting Period [dropdown] To Accounting Period [dropdown]
Pay Period Start Date [calendar icon] Pay Period End Date [calendar icon]
Employee Home Org From All [dropdown] Employee Home Org To All [dropdown] Pay Element All [dropdown]
Award Number All [dropdown] Project Number All [dropdown]
GL Project Number All [dropdown] GL Natural Account All [dropdown]
Employee Number All [dropdown] Employee Name All [dropdown] **Apply**

Click Apply.



Combined Labor Report

From Accounting Period [dropdown] To Accounting Period [dropdown]
Pay Period Start Date [calendar icon] Pay Period End Date [calendar icon]
Employee Home Org From All [dropdown] Employee Home Org To All [dropdown] Pay Element All [dropdown]
Award Number All [dropdown] Project Number All [dropdown]
GL Project Number All [dropdown] GL Natural Account All [dropdown]
Employee Number All [dropdown] Employee Name All [dropdown] **Apply**

The combined labor report will download as an excel file

Access the Active Labor Schedules Report through the Catalog

Click on the Tools Tab.

Tools

Click on the Reports and Analytics tile.



Reports and Analytics

Click on Browse Catalog.

Browse Catalog

Open Shared Folders.

▶ **Shared Folders**

****TIP**** Click on the arrow

Open the Custom Folder.

▶ **Custom**

****TIP**** Click on the arrow

Open the LD Folder.

▶ **LD**

****TIP**** Click on the letters LD

Open the Active Labor Schedules Report.



Active Labor Schedules | Last Modified 04/20/2026 10:01 AM

A report that shows all current ACTIVE labor schedule versions

Open Edit More ▼

Click on More to make the Dashboard a favorite and see it on the Reports and Analytics Homepage

Review the data, print, or export.

Edit - Refresh - Print - Export - Add to Briefing Book - Email - Copy

Appendix

Base Pay Natural Accounts

Natural Account Code	Description
52111	Faculty Salary
52200	Librarians
52610	Post Doctorates
52700	Sabbatical Offset (Budget Office Use Only)
53110	Staff-Exempt
53111	University Officers
53310	Staff-Non Exempt
53311	Overtime
54110	Student-Regular
54112	Medical Resident - Regular Compensation
57110	Payroll Salary Suspense

ICP Natural Accounts

Natural Account Code	Description
52112	Faculty Adjunct Salary
52401	FPP-Fixed Supplement
52402	FPP-Variable Supplement
52403	FPP-Incentive
52404	FPP-Incentive Bonus
52510	Faculty Summer
52511	Faculty-Supplemental Compensation
54111	Student-Taxable Stipend
55110	Non-Compensation ICP
55402	Staff-Supplemental Compensation
55403	Supplemental Compensation
55404	Staff-Lump Sum Merit
55406	Medical Resident - Supplemental Compensation
55610	Faculty Sabbatical Salary
56110	Foreign Post Allowance
57111	ICP Salary Suspense

Fringe Natural Accounts

Natural Account Code	Description
57210	Payroll Fringe Suspense
58611	Students/Part Time/Temp Staff Fringe Benefits
58612	Uptown Faculty Fringe Benefits
58613	Uptown Staff Fringe Benefits
58614	HSC Staff Fringe Benefits
58615	HSC Faculty Fringe Benefits
58616	HSC FPP Physicians Fringe Benefits
58617	HSC FPP Supplement Fringe Benefits
58618	HSC Residents Fringe Benefits
58619	Uptown Summer School Fringe Benefits

Standard Comments- Future date Labor Changes

Type of LD Change	Standard Comments
General Costing Update	Changing costing from XXXXXX to XXXXXX (indicate Project Number).
Percentage Change ONLY	Changing percentage allocation on Project(s) XXXXXX.
End Date Change ONLY	Updating end date only on project(s) XXXXXX.
Start Date Change ONLY	Updating start date only on project(s) XXXXXX.
Add New Project	Added project XXXXX to Distribution Rules
Change Natural Account or Expenditure Type	Changing Natural Account from XXXXX to XXXXX

Standard Comments- Back dated Labor Schedule Changes*

*Must include link to CTJF

Type of LD Change	Standard Comments
General Costing Update	RETRO: Changing costing from Project XXXXXX to Project XXXXXX. <i>I CERTIFY THAT THIS CHANGE IS WITHIN 90 DAYS OF ORIGINAL TRANSACTION. CTJF APPROVED.</i>

Percentage Change ONLY	RETRO: Changing percentage allocation on Project(s) XXXXXX from X % to X %. <i>I CERTIFY THAT THIS CHANGE IS WITHIN 90 DAYS OF ORIGINAL TRANSACTION.</i> CTJF APPROVED.
Sponsored Projects End Date Change	RETRO: Updating end date only on project(s) XXXXXX from MM/DD/YYYY to MM/DD/YYYY. I CERTIFY THAT THIS CHANGE IS WITHIN 90 DAYS OF ORIGINAL TRANSACTION. CTJF APPROVED.
Add New Project	RETRO: Adding Project(s) XXXXXX at XX %. I CERTIFY THAT THIS CHANGE IS WITHIN 90 DAYS OF ORIGINAL TRANSACTION. CTJF APPROVED.